

Date

PROJECT CAPTION

DISPLACEE NAME AND ADDRESS

RE: Parcel

Dear :

The Department of Transportation and Development is in the process of acquiring the property you now occupy. Negotiations to purchase the property were initiated on _____. The eligibility requirements and the relocation assistance payments and services to which you may be entitled as a result of this acquisition are explained in the brochure which has been given to you.

The maximum payment you may be entitled to receive as a moving cost supplement under the Relocation Assistance program will be determined and given to you as soon as possible. You may also be eligible for a payment for certain actual costs incurred in reestablishing your business.

The earliest date you may be required to move is 90 days from the day you receive this letter, which date shall be _____. If this date is changed because of a delay in the Department acquiring the property, you will receive another notice giving you the new date. The new move date will be at least 30 days from the date of acquisition or expropriation of the property. It is important that you notify the Department of the date you expect to move to insure your eligibility for prompt payment.

Your eligibility for a moving cost supplement will not be complete until the Department has acquired the property.

Sincerely,

Real Estate Agent

DELIVERED BY: _____

DATE: _____

Cc: R.E. Relocation Assistance Officer